

ROUTING AND TRANSMITTAL SLIP

Date

9 May 1980

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DDCI

2.

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REMARKS

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B. C. Evans
Executive Secretary

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FROM: (Name, org. symbol, Agency/Post)

Executive Secretary

Room No.—Bldg.
7E-13, Hqs.

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9 May 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Quarterly Report on Specific Non-Routine Work Objectives

1. *Supervise the development of software for an automated records retrieval program to improve document accountability and disposition.*

Meetings have been held with ODP representatives wherein goals and objectives were defined and functional requirements specified. A feasibility study by ODP--capitalizing on existing software--is scheduled for completion by mid-June. Upon our evaluation of the study in terms of needs vs. cost vs. benefit, we will begin financial justification, equipment procurement and personnel training in order to implement a basic operating system by year end.

2. *Work with members of the NSC Staff, Agency and Community components to improve responsiveness of the Intelligence Community to NSC requirements.*

a. An effective system has been created to ensure Agency and Community responsiveness to NSC requirements.

b. There are two problem areas, however, where we have taken the initiative with the NSC to improve responsiveness:

- (1) On several occasions we have met with Christine Dodson, NSC Staff Secretary, to request better, and prior, notification of all SCC/PRC meetings. We have offered several suggestions regarding ways to improve the current mechanics, thus allowing us to make a more meaningful contribution.
- (2) Regarding the handling of special activities, we have prepared correspondence to the NSC outlining the problems which have developed over the past year. Further, in conjunction with the OGC and the DDO, we have met with key NSC staffers to attempt to structure new procedures for the handling of these matters (this effort is still in the process of resolution).

3. *Improve coordination related to DCI/Intelligence Community responsibilities through increased communication with CT and RM.*

At our initiative, a higher rate of contact--telephone plus periodic visits--with RMS and CTS key personnel has increasingly facilitated coordination of DCI/Intelligence Community responsibilities. Periodic visits [] help keep the Executive Secretariat apprised of "what is going on" at the Community level; this, in turn, enhances our

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ability to effectively task appropriate Agency and Community components on interrelating Agency-Community issues of DCI concern. In addition, closer two-way coordination has evolved, for example, into an accommodation of time and distance in the flow of formal correspondence; when rapid response (often measured in hours on Congressional requirements re program and budget issues) is required, immediate telephone contact to key personnel permits action to get under way while formal correspondence is en route.

4. Refine and identify additional coordination, and review DCI/DDCI approval packages with a view toward standardization of recurring actions

a. In meetings with the Director and Deputy Director, PPP&M, we revalidated current procedures for the review, staffing, and approval of recurring actions pertaining to marriage of aliens, consultant contracts, promotions, retirements, and Honor and Merit Award Board recommendations.

b. We precipitated a dialogue between LC and GC [] which calls for the Legislative Counsel to respond to OMB on draft executive orders. LC has traditionally had coordination responsibility and sometimes has overlooked the GC as a point of coordination. Furthermore, the GC feels that it should be the focal point for staffing draft executive orders and will review and advise.

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5. *Execute reviews of prior DCI and DDCI materials in order to bring these holdings into conformance with regulations governing Agency Archives/Records Center holdings.*

a. In close coordination with DDA's Records Management Division we have developed a plan to review all DCI, DDCI, and Executive-Director retired records from the beginning of the Agency through December 1978, a total volume of 588 cubic feet. The purpose of this review is to: (1) remove all duplicative materials; (2) identify files over 20 years old; (3) designate files for permanent or temporary retention; and (4) segregate any improper/questionable/controversial files pertaining to American citizens and resident aliens as defined in Executive Order 12036, and contained on listing of nondestructible files published by OGC.

b. Records found to be improper, questionable or controversial will be returned to Headquarters; their disposition will be determined by the Executive Secretary in consultation with the General Counsel as appropriate.


B. C. Evans
Executive Secretary

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